

## Guidelines for Undergraduate Students Completing Real Time Online Exams

<b>General</b>	<ol style="list-style-type: none"> <li>1. You will be provided with extra time for your online exams.</li> <li>2. If you are taking the exam outside of Ireland make sure you are aware of the time zone difference with Irish time.</li> <li>3. You will be invited to set yourself up for the exam 30 minutes before the start time. Make sure that you make use of this time to be properly prepared ahead of the exam start time: Check connectivity; ensure you have correct software loaded to your device; check your sign-on is working; complete the honesty declaration.</li> <li>4. Students with disabilities will have your exam accommodations during take home offline exams and real time online exams. Academic Registry have inputted the exam accommodations in to your portal. Further information can be found here: <a href="https://www.tcd.ie/disability/services/exam-accommodations.php">https://www.tcd.ie/disability/services/exam-accommodations.php</a></li> <li>5. If you are not able to sit your exam contact your tutor immediately. If your tutor is unavailable, you should contact the Senior Tutor's Office at <a href="mailto:st.office@tcd.ie">st.office@tcd.ie</a> quoting your student number, course, year, and the relevant module title.</li> <li>6. If you have Wi-Fi or connectivity concerns, first review the recommendations at <a href="https://www.tcd.ie/itservices/working-remotely/students/">https://www.tcd.ie/itservices/working-remotely/students/</a>. If you are unable to resolve connectivity issues at your location, contact your tutor to discuss your options.</li> <li>7. You will be given an honour declaration to sign/verify before your exam.</li> <li>8. Your school reserves the right to hold an additional oral online viva before grades are finalised.</li> <li>9. Read and understand the College policy on <a href="#">plagiarism</a> before you undertake your exams.</li> <li>10. If you are found to have committed a serious breach of exam and plagiarism rules, you will be subject to disciplinary procedures as defined by School and College regulations.</li> </ol>
<b>Before the exam</b>	<ol style="list-style-type: none"> <li>1. Make sure you know what devices you need in good time of the exam. For further information please visit: <a href="https://www.tcd.ie/itservices/working-remotely/students/">https://www.tcd.ie/itservices/working-remotely/students/</a></li> <li>2. Download Microsoft word on your laptop or desktop. Microsoft 365 is free for all registered students in Trinity and you can download it for free by visiting: <a href="http://office.tcd.ie">http://office.tcd.ie</a>. For more information please view IT Services webpages at <a href="https://www.tcd.ie/itservices/internet/office-proplus.php">https://www.tcd.ie/itservices/internet/office-proplus.php</a></li> <li>3. Read and understand College policy on <a href="#">plagiarism</a>. You will be required to verify that you have read and understood these as part of an honesty statement released to you before undertaking your exam.</li> <li>4. Familiarise yourself with exam logistics: Know the date, duration, start time and end time of your exam.</li> <li>5. Familiarise yourself with exam details: Where possible, know what topics will be covered; question types (MCQ, Essay, Calculations, etc.); the number of questions/sections in the exam and any time limits for each part; any breaks in the exam; word count aligned with the exam/assignment; grade distribution, grading criteria, and overall weighting of the exam/assignment.</li> <li>6. Familiarise yourself with exam submission process, upload formats and any special Blackboard settings required. Check Blackboard access, test exam settings, any accessibility tools, and practice file uploads.</li> <li>7. You will be asked to submit your work via the Blackboard Assignment Tool or Turnitin in Blackboard. The Blackboard Mobile app for students does not support all question types and should not be used.</li> <li>8. Complete a mock exam provided by IT Services so you can familiarise yourself with the different assessment methods in Blackboard.</li> <li>9. Your school will advise on how you can access your assessors during the exam period, so be aware of these procedures for each exam.</li> </ol>
<b>During the exam</b>	<ol style="list-style-type: none"> <li>10. Begin by checking the title of the paper provided: Have you accessed the correct examination paper for your course?</li> <li>11. Make sure you read any/all instructions provided carefully.</li> <li>12. Fill in your answers using the pro-forma answer booklet provided by your School with the exam.</li> <li>13. You may, if you choose, submit your work before the end time of the exam, following agreed upload procedures.</li> </ol>

	<p>14. If you experience connectivity issues or if there is a system performance problem, then contact your School using your school procedure. You will be notified about this.</p> <p>15. If you feel unwell during exams, you must inform your School and contact your tutor immediately. If your tutor is unavailable, you should contact the Senior Tutor's Office at <a href="mailto:st.office@tcd.ie">st.office@tcd.ie</a> quoting your student number, course, year, and the relevant module title.</p>
<p><b>At the 'end-time' of the exam</b></p>	<p>16. At the end of the exam you will be given an extra time to upload you MS Word attachments to Blackboard Assignments, or to submit electronic copies of hand-written exams to Blackboard Assignments. Students with disabilities will have exam accommodations inputted directly into your portal.</p> <p>17. Ensure that you follow submission times and processes.</p> <p>18. Ensure that you submit all relevant files required.</p> <p>19. Label each of your submissions with your name/examination/student number (as appropriate) and any/all other required information.</p> <p>20. It is your responsibility to ensure that you have submitted all relevant files for the exam to the designated location on Blackboard in the required time window.</p>
<p><b>Disability services</b></p>	<p><a href="http://www.tcd.ie/disability/services/exam-accommodations.php#id">www.tcd.ie/disability/services/exam-accommodations.php#id</a></p>

